

Status : Active

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Background:

Beginning in 1998, DOE's Senior Executive Transportation Forum (SETF) directed staff to develop a series of protocols that would govern procedures related to DOE radioactive materials transportation and emergency response activities. An internal Writing Group was convened to review existing DOE transportation activities and protocols, to draft corporate protocols, circulate them among DOE programs for review, circulate among key stakeholders for review, and then finalize the protocols. The SETF also directed the TEC serve as a primary stakeholder interface for gaining input on the protocol development process.

Purpose:

The initiative to establish transportation protocols within DOE originated when observers both within and outside the Department noted radioactive transportation plans and operations differed among DOE programs, and these differences often led to inconsistency in program implementation. At the direction of the SETF, the Protocols Writing Group is examining how current practices might be made more consistent. Where programmatic, regulatory or other requirements dictate different approaches, the Department should be able to articulate the reasons why. By establishing protocols, DOE senior management hopes to be able to streamline its planning efforts where possible, and the TEC DOE Transportation Protocols Topic Group was established to help DOE gain input on protocol development.

As draft protocols are prepared, the Topic group reviews drafts and submits written comments via mail and electronic mail, and orally during conference calls and face-to-face meetings. Comments are recorded in a comment response matrix and reviewed by the Writing Group. All comments submitted by the Topic group members will be addressed, either in a subsequent draft and/or the comment matrix, before protocols are finalized. Currently, DOE plans a final review after all protocols have been finalized to ensure consistency among the different protocols, and all protocols will remain "living" documents and be subject to future alteration to reflect changes in regulatory, programmatic, management or other requirements.

Schedule:

As of July 2000, the DOE Transportation Protocols Topic Group has met face-to-face four times and via conference call three times. Conference calls are scheduled on an as-needed basis when protocol drafts are released for review. Prior to meetings and conference calls, an agenda, listing of group members, draft protocols and (if available)

the most current version of the comment response matrix are sent via email for review and discussion during the meetings. The next meeting of the topic group will be during the July 2000 TEC meeting in Indianapolis, In July 25, 2000.

Drafts of all the protocols will be distributed to the topic group for review and discussion at the July 2000 meeting; following a short review of all protocols for consistency, the protocols will be finalized by January 2001 and the Topic group will be dissolved.

The following matrix described the most current status and schedule for protocol topic development and the current status of each protocol. Current information about the Topic group and its activities can be found on the Web by clicking on www.ntp.doe.gov and following the appropriate links.

- May 3 - Discussion Meeting with Topic Group on New Protocols:
 - Inspections
 - Recovery and Cleanup
 - Emergency Planning
 - Security
 - Transportation Planning
- June 5 - Formal Comments on “New” Protocols Received from Topic Group
- Mid-June - Release of Public Information Protocol to Topic Group
- July 7 - Comments on Public Information Protocol Received from Topic Group
- Early July- Release Comments / Issues Resolution of all Protocols Released to date
- July 25 - 27 TEC Meeting
- August/September - DOE Drafts Introductory and Appendix Material and Implementing Directive
- October/ November - DOE Internal Review of Complete Package
- Mid- December - Release of Complete Protocol Package to Topic Group
- Late January/ February TEC Meeting

Membership:

Please see table on the following page.

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